

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 2nd September 2025 AT 7.00pm**

Present:	Chairman Cllr Francis Pullman (FP), Cllr ShirleyMay Saunders (SMS), Cllr Ann Cooper (AC), Cllr Trevor Ingram (TI)
In attendance:	Anne Oliver Parish Clerk, 3 members of the public, DCC/EDDC Cllr Jess Bailey
Apologies	N/A

Item (a)	Discussion and decisions (b)
25/275	Welcome and Chairman's announcements The meeting started at 7.00pm. The Chairman, Cllr FP, welcomed everyone to the meeting.
25/2576	Apologies. To receive apologies and approve reasons for absence, if considered appropriate. Not applicable, all Councillors present.
25/277	To receive an update on Councillor vacancies and to consider applications for co-option, if available. The Council had received an application for co-option onto the Council. It was agreed to consider the application at the at the next meeting when the applicant was expected to be present.
25/278	Public question time (3 minutes): To allow members of the public present to give their question/comments to the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. <i>(Contributions are limited to 3 minutes).</i> No members of the public wish to speak.
25/279	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting). Ward Member Cllr Bailey congratulated the Parish Council, in particular the Chairman and Clerk, for the construction of the new path and entrance onto West Hill Road. Cllr Bailey's report included: <ul style="list-style-type: none"> a. East Devon District Council Strategic Planning Committee reviewed several site allocations in the Emerging Local Plan following first Regulation 19 consultation. It was decided that a large site at Exmouth (700 homes) would continue to be included in the plan. b. EDDC's Planning Enforcement team have been contacted regarding a shepherd hut (B3180). c. A Devon County Council public consultation will open in September regarding a proposal for parking restrictions on section of Beech Park near the Primary School. d. EDDC's Carbon Action Fund is expected to re-open in late September 2025. The Chairman thanked Cllr Bailey for her invaluable help during the Village Hall Path project at a time when WHPC was struggling to get responses from DCC Highways.
25/280	To receive Declarations of interest for items on the agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the agenda. Cllrs FP, SMS and AC each declared no interests in items on the agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.

25/281	Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded. It was agreed that Agenda Items 25/304 and 25/305 would be considered in Part B.															
25/282	Minutes: To receive the Minutes of the Parish Council meeting of 1st July 2025 (Minute 25/250 - 25/274) and to approve the signing of the Minutes by the Chairman as a true record. The minutes of the meeting of 1st July 2025 were confirmed as a true record, subject to minor amendments to item 25/260, 25/261 and 25/262. The minutes were signed by the Chairman.															
25/283	Planning Applications received: To consider a consultee response to: 25/1706/VAR Mulberry House Higher Broad Oak Road West Hill EX11 1XJ Variation of Condition number 2 (approved plans) on Planning Permission 24/1555/FUL (Construction of a first floor side extension and detached garage with alterations to fenestrations) Proposal to relocate the consented garage further back into the site. The meeting supported the application subject to confirmation that the applicant had complied with the planning conditions for 24/155/FUL in respect of a tree shown on the original plans. <table><tr><td><u>To note consultee comments submitted under Delegated Powers:</u></td><td>WHPC Decision</td></tr><tr><td>25/1321/FUL Brackenmead Lower Broad Oak Road West Hill Proposed two storey extension on the North East elevation, enlargement of existing dormer on the south east elevation, addition of render and cladding to the building and alteration to fenestration.</td><td>Support</td></tr><tr><td>25/1437/TRE Springfield House West Hill Road West Hill T1, Oak - reduce crown by 2-3m. T2, Sycamore - reduce crown by 2-3m. T3, Oak - reduce crown by 2-3m.</td><td>Object</td></tr><tr><td>25/1475/FUL Valleys Meet Higher Broad Oak Road West Hill EX11 1XF Single storey extensions on the North and East Elevations.</td><td>Support</td></tr><tr><td>25/1519/TRE Needles Hawkins Lane West Hill Devon EX11 1X T1 - T6 various works including remove deadwood.</td><td>Support</td></tr><tr><td>25/1582/TRE Green Hayes West Hill Devon EX11 1UY G1, Oaks : reduce aspects of tree crowns, growing to south, by approximately 2-2.5m.</td><td>Object</td></tr><tr><td>25/1610/FUL Pinehayes Lower Broad Oak Road West Hill Devon EX11 1XH Ground and First Floor extensions</td><td>Support</td></tr></table> All comments agreed under delegated powers were confirmed.		<u>To note consultee comments submitted under Delegated Powers:</u>	WHPC Decision	25/1321/FUL Brackenmead Lower Broad Oak Road West Hill Proposed two storey extension on the North East elevation, enlargement of existing dormer on the south east elevation, addition of render and cladding to the building and alteration to fenestration.	Support	25/1437/TRE Springfield House West Hill Road West Hill T1, Oak - reduce crown by 2-3m. T2, Sycamore - reduce crown by 2-3m. T3, Oak - reduce crown by 2-3m.	Object	25/1475/FUL Valleys Meet Higher Broad Oak Road West Hill EX11 1XF Single storey extensions on the North and East Elevations.	Support	25/1519/TRE Needles Hawkins Lane West Hill Devon EX11 1X T1 - T6 various works including remove deadwood.	Support	25/1582/TRE Green Hayes West Hill Devon EX11 1UY G1, Oaks : reduce aspects of tree crowns, growing to south, by approximately 2-2.5m.	Object	25/1610/FUL Pinehayes Lower Broad Oak Road West Hill Devon EX11 1XH Ground and First Floor extensions	Support
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25/284	Planning decisions received for information (*denotes WHPC differed) <table><tr><td>25/1456/DOC Lower Church Mead Toadpit Lane West Hill EX11 1TR Discharge of Condition for 24/0404/FUL: Condition 3 (Materials)</td><td>EDDC Decision</td></tr><tr><td>25/1321/FUL Brackenmead Lower Broad Oak Road West Hill Devon EX11 1XH Proposed two storey extension on the North East elevation, enlargement of existing dormer on the South East elevation, addition of render and cladding to the building and alteration to fenestration.</td><td>Approved</td></tr><tr><td>25/1294/FUL Braeside School Lane West Hill Devon EX11 1UP Single storey front and side extension</td><td>Approved</td></tr><tr><td>25/1169/TRE 2 Heather Grange West Hill Devon EX11 1XZ T1 - T17 various treeworks including reduce/remove.</td><td>Decided*</td></tr></table>		25/1456/DOC Lower Church Mead Toadpit Lane West Hill EX11 1TR Discharge of Condition for 24/0404/FUL: Condition 3 (Materials)	EDDC Decision	25/1321/FUL Brackenmead Lower Broad Oak Road West Hill Devon EX11 1XH Proposed two storey extension on the North East elevation, enlargement of existing dormer on the South East elevation, addition of render and cladding to the building and alteration to fenestration.	Approved	25/1294/FUL Braeside School Lane West Hill Devon EX11 1UP Single storey front and side extension	Approved	25/1169/TRE 2 Heather Grange West Hill Devon EX11 1XZ T1 - T17 various treeworks including reduce/remove.	Decided*						
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	<p>25/1095/FUL Four Pines Hawkins Lane West Hill EX11 1XG Enlargement of roof dormer on principal elevation, introduction of new cladding on principal elevation and roof dormers</p> <p>25/1018/FUL Pitfield Farm House Exeter Road Ottery St Mary EX11 1LE Conversion of existing outbuilding into annexe ancillary to the main dwelling</p> <p>25/0988/TRE Springfield House West Hill Road West Hill Devon EX11 1UZ T1 - T4, G1 – various tree works including reduce limbs</p> <p>25/0955/TRE 13 Hayes End West Hill Ottery St Mary Devon EX11 1GG T1, Monterey Pine : fell</p> <p>25/1475/FUL Valleys Meet Higher Broad Oak Road West Hill EX11 1XF Single storey extensions on the North and East Elevations. <i>All decisions noted.</i></p>	<p>Approved</p> <p>Approved</p> <p>Approved*</p> <p>Refused</p> <p>Approved</p>
25/285	<p>Tree Protection Orders To note:</p> <p>25/0033/TPO Land at Mill House and Silver Birches, Bendarroch Road 25/0011/TPO Land at the Colonels, West Hill Road <i>Noted</i></p>	<p>Provisional</p> <p>Confirmed</p>
25/286	<p>Planning Matters</p> <p>a. Planning Appeal To note:</p> <p>APP/U1105/W/24/3357250 Land At Lower Broad Oak Road EX11 1XH Outline planning application for the construction of 5 no. dwellings, with all matters reserved (ref application 23/2612/OUT)</p> <p><i>The meeting noted that the Planning Inspector had allowed the appeal. East Devon District Council had previously refused permission as they considered the site to be an unsustainable location. The Chairman noted other developers would take note of this decision.</i></p> <p>b. To receive a report on the EDDC Planning Committee meeting 19th August 2025 consideration of Planning Application 25/0057/OUT Land North of West Hayes, West Hill. (Decision deferred). <i>It was reported that EDDC's planning committee had deferred their decision on the application following concerns raised by Ward Member Jess Bailey and WHPC Cllr FP. Both had spoken against the application as they considered the Planning Team had not responded to the issues raised by the ecology report submitted with the application.</i></p>	<p>Appeal Allowed</p>

WHPC Groups + Initiatives

25/287	<p>Village Hall Path Working Group:</p> <p>a. To receive a report on the Council's project to create a new entrance and pedestrian path between the Village Hall and West Hill Road.</p> <p><i>The meeting considered a paper circulated prior to the meeting.</i></p> <p><i>The Chairman gave a report on the project to construct a new entrance and pedestrian path between the Village Hall and West Hill Road: a project determined by community consultation in 2019 and 2021.</i></p> <p><i>Subject to a few minor outstanding items, the pedestrian path and entrance onto West Hill Road had been completed during August 2025, together with the associated works on West Hill Road. The path was ready for use ahead of the school term.</i></p>
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- b. To consider and approve, if appropriate, a WHPC Permissive Path Policy.

The Council resolved:

- a. The path to be a Permissive Path rather than a Public Highway under the Highways Act 1980. As such the landowner allows the public to use the path but with the clear intention that it should not become a public right of way.
- b. To adopt a WHPC Permissive Path (Village Hall) Policy.
- c. To close the path for 1 day each year on 1st September or on a date determined at the preceding Annual Meeting of the Council. (proposed Cllr SMS, seconded TI, unanimously approved)

The meeting noted final costs for the Permissive Path signs to be installed alongside the path (Min 25/260):

- | | |
|---|------------|
| o The Sign Shed - Permissive Path sign x2 | £19.17+vat |
| o Sign Trade Supplies – Posts+fittings | £63.65+vat |

The meeting did not support Cllr SMS view that the signs were too small.

- c. To note decision made under delegated powers (approved Cllrs FP/SMS) to apply for discharge of a planning condition.

The meeting confirmed the decision and payment of the discounted application fee: £149.00

East Devon District Council (EDDC) discharged condition 3 (a Stage 2 Road Safety Audit) prior to construction works (ref 25/1607/DOC).

- d. To approve payments and note payments made under delegated powers, if applicable.

1. To comply with planning conditions for 21/2207/FUL and 22/1864/VAR WHPC had commissioned third parties to support the project.

Final costs were confirmed to be within approved budget and presented for approval.

It was resolved to make the payments:

- | | | Min Ref |
|---|---------------|---------|
| o JRC Engineers: consultancy and drawings for Road Safety Audit and Section 278. | £4,200.00+vat | 24/200 |
| o East Devon Tree Care: to monitor the required tree protection measures. | £385.00+vat | 25/260 |
| o Richard Green Ecology to carry out the required ecological mitigation measures, including a search of the hedge and Devon Bank prior to works | £236.50+vat | 24/200 |

2. Prior to Works on West Hill Road

2.1. Section 278 Agreement + Security Cash Deposit

DCC Legal Fees (s278): It was reported that for several months WHPC requests to DCC Highways experienced significant delays in getting responses. To ensure that the construction works took place during the school holidays additional £500.00 legal fees were approved and incurred under delegated powers (approved by Cllrs FP/SMS).

The meeting resolved:

	<ul style="list-style-type: none"> ○ To confirm the decision made under delegated powers to approve and pay £500.00 additional DCC legal fees. ○ To note DCC Legal Fees (s278) paid in total £1,530.00+vat (Min 25/063+ Min25/287) <p>2.2. WHPC Legal Fees (s278): In October 2024 WHPC had appointed Tozers to liaise with DCC's legal team on its behalf (Min 24/305) and approved estimated legal costs of up to £1,800+vat (Min 24/333). This was subsequently increased to £2,500 (Min 25/260).</p> <p>It was reported that delayed responses from DCC Highways also led to increased legal fees incurred by WHPC during July/August 2025.</p> <p>It was resolved to approve additional costs of £148.00 and to approve payment of Tozers LLP total costs, £2,648.00+vat.</p> <p>2.3. The Section 278 Legal Agreement between WHPC (the developer) and Devon County Council (DCC) had been signed by both parties, sealed and completed prior to works.</p> <p>2.4. WHPC made a refundable s278 security cash deposit of £9,481.05 to Devon County Council (within the £10,000.00 limit set by WHPC ref Min 25/260)</p> <p>2.5. It was resolved to note actual costs incurred prior to works:</p> <ul style="list-style-type: none"> ○ Printing - advanced notices £43.36 (£40.00 Approved Min 25/260, Additional costs £3.36 approved under Delegated Powers (Cllrs FP/AC) ○ Lengthsman cleared overgrown vegetation on pavement at new entrance (West Hill Road) £150+vat. (Min 25/260) <p>3. Construction Works</p> <p>3.1. Works on West Hill Road</p> <p>It was resolved to note costs previously approved and paid:</p> <ul style="list-style-type: none"> ○ Devon TarMasters: Line markings (double yellow/School Clear), road surface treatment, installation of guardrail, trenches for road sign and traffic management. (costs: see section 3.2a below): awaiting final costs ○ Enerveo: Re-location of flashing school warning (Wig-Wag) sign. Final costs paid £1,023.51+vat Min 25/260 ○ National Grid: de-commission supply to device and commission supply to new location for school warning (Wig-Wag) sign. Final costs paid £1,354.12+vat Min 25/162. <p>3.2. Works on the Village Hall Site (WHPC Leased Land)</p> <p>The meeting resolved:</p> <ul style="list-style-type: none"> a. To confirm the decision made under delegated powers and approved by (Cllrs FP/AC) to approve a variation to the Devon Tarmasters contract which included provision of chopped bark for path, plus additional waste removal (estimate £1,550+vat). b. Devon TarMasters: Awaiting final costs. c. To approve payment: LV Electrical: to provide, commission and test 3 lighting bollards £2,140+vat (within budget Min 25/260).
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Ward Member Cllr JB left the meeting 7.45pm.

4. Further Actions

4.1. The meeting considered recommendations for additional minor works:

- a. To install additional wooden fencing either side of the wooden vehicle and pedestrian gate for safety purposes. Plus, to install a section of wooden fencing to the side of the chicane gate for safety purposes. Several quotes were presented to the meeting.

It was resolved to accept a quote for additional fencing (Devon TarMasters) **£670.00+vat**

- b. **It was resolved** to confirm the decisions made under delegated powers for safety purposes:
 - o to provide additional topsoil and lay turf on the exposed section of Devon Bank either side of the entrance.
 - o to cut a further section of hedge either side of the entrance.

It was resolved to approve payment: Pro-Lawn Garden Services **£400.00+vat**

- c. To install paving slabs adjacent to the pedestrian gate for safety purposes.
It was resolved to request the Lengthsman to provide a quote for the work.

4.2. **Action:** Clerk to arrange for the Stage 3 Road Safety Audit as the works on West Hill Road were completed (previously approved and paid 25/260).

4.3. **It was resolved** to commission a Stage 4 Road Safety Audit to be conducted in a year's time and to approve costs £1,200+vat.

5. The meeting noted the previous decision to fund payments for the project from CIL monies allocated to West Hill Min 25/260.

- e. To approve amendments to the Council's Insurance Cover and approve payment of additional premium.

It was resolved to amend the WHPC Insurance policy to add ground surface cover and to approve payment of £43.00 premium, tax and mid-term adjustment fee.

- f. To consider further actions and approve costs if applicable: including
 - o To consider arrangements for an official opening and approve costs if applicable.
 - o Arrangements for Playpark Notices
 - o Liaison with West Hill Primary School

Action: Cllrs AC and SMS to liaise with West Hill Primary School to make arrangements for an event to officially open the path.

Action: Clerk to include an item for the next meeting to receive feedback on use of the path at the start and end of the school day.

Further actions agreed:

Action: The Clerk to publish the meeting paper on the Council's website subject to amendments for decisions taken at the meeting.

Action: Next meeting to review and update the risk assessment for the area of the new path and entrance point.

Action: Next meeting to consider the WHPC Asset Register and CIL statement.

25/288	<p>Finance Working Group: To receive a report and decide actions as appropriate:</p> <p>The Chairman reminded all present at the meeting of their responsibility not to identify individuals during discussion.</p> <ul style="list-style-type: none"> Request to inspect the accounts for 2024-2025. <p>It was reported that WHPC had received a request to inspect the 2024-25 accounts during the Period for the Exercise of Public Rights.</p> <p>The meeting confirmed the decision made under Delegated Powers (approved by Cllrs FP/SMS) to hire a room at the village hall for the inspection (hire charge £19.38).</p> <p>On 3rd July Councillors FP+SMS accompanied the Clerk to answer any questions arising from the inspection. The individual attended the appointment but did not inspect the accounts.</p> <ul style="list-style-type: none"> The Period for the Exercise of Public Rights <p>A member of the public left the meeting 8.20pm.</p> <p>The meeting received a report on a challenge to the Council 's Annual Return for 2024-2025.</p> <p>During the Period for the Exercise of Public Rights, 16th July 2025, a registered elector wrote to the External Auditor, PKF Littlejohn, alleging they were "unable to challenge the AGAR" because WHPC had "obstructed the Inspection of Accounts". The Chairman noted that nothing in statute allows an individual to dictate who attends the appointment on behalf of the Council.</p> <p>Following further correspondence, the Auditor had identified two objections regarding the Council 's Annual Return for 2024-2025. Each was considered as eligible as they related to matters of Governance however the two objections were not accepted:</p> <p>Objection 1: expenditure during the year on the reimbursement of expenses to the Clerk.</p> <ul style="list-style-type: none"> The auditor found no evidence that any of the payments were for unlawful items. <p>Objection 2: the failure to follow Financial Regulations (use of personal card card).</p> <ul style="list-style-type: none"> The auditor noted WHPC had recognised and addressed the issue since it had amended its Financial Regulations to reflect modern banking practices during 2024-25. The Auditor also noted that some of the payments made could not be paid other than by credit card. <p>It was reported that WHPC will incur additional audit fees of £1,065.00+vat relating to the time spent dealing with the challenge correspondence. It was expected that the Auditor's Report will be received in September.</p> <p>Action: Once received, the Auditor's Report for 2024-25 to be presented to the next scheduled meeting of the Council.</p> <p>Action: To publish a WHPC paper on the challenge to the 2024-25 Annual Return alongside the Auditor's report for 2024-25.</p> <ul style="list-style-type: none"> 1st Quarter Financial Report <p>The meeting received a quarterly financial report. No questions or concerns were raised.</p> <p>It was resolved to accept the report and to publish it on the WHPC website.</p>
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25/289	<p>Neighbourhood Plan Working Group: To receive a progress report on the Community Survey and decide arrangements and costs for publishing the findings.</p> <p>Standing Orders were suspended</p> <p>Margaret Hall, Chairman of the Working Group provided an update on the Neighbourhood Plan Community Survey:</p> <ul style="list-style-type: none"> ○ The responses, 374 adult and 28 young persons, had provided a huge amount of information and were a good evidence base. ○ There was a high degree of consensus amongst respondents. ○ A drop-in session had been arranged for 3.30pm Friday 17th October at the Village Hall to display analysis of the data. ○ Printing and room hire costs would be incurred for this event. <p>Standing Orders were resumed.</p> <p>It was resolved to publish a WHPC newsletter in early October to provide feedback on the survey and key findings from the responses. The newsletter would be approved under delegated powers to allow for printer deadlines. The meeting approved costs up to £600+vat.</p> <p>It was resolved to replace the current WHPC display boards which were considered to be no longer fit for purpose. A budget of up to £1,000+vat was approved. Council asked for the display boards to be freestanding and sufficiently steady to be used at public events.</p> <p>Action: Survey responses, not within the scope of the Neighbourhood Plan working group, to be passed to WHPC for consideration.</p>
25/290	<p>To receive progress reports from other Working Groups (if available):</p> <p>a. Playpark Working Group</p> <p>It was reported that WHPC had just received the annual RoSPA inspection report. No urgent issues had been identified.</p> <p>Cllr AC reported the working group planned to visit other playparks and in particular view a recently installed trim trail.</p> <p>Action: Cllr AC to present a summary of the RoSPA Inspection findings to the next meeting together with recommended actions, if applicable.</p> <p>b. Emergency Plan Working Group</p> <p>The group were liaising with representatives of the West Hill RBL to prepare plans for a community hub to be used in the event of an emergency.</p> <p>Two remaining members of the public left the meeting. 8.50pm</p>

Other Matters

25/291	<p>To consider a Grant Application</p> <p>a. Hospiscare - request for £400 funding towards the provision of a new service of urgent, personalized care for terminally ill patients first aid course.</p> <p>It was resolved not to support the application as Councillors considered the scheme was not sufficiently specific to West Hill.</p> <p>Action: Clerk to notify the applicant.</p>
25/292	<p>Local Government Reform in Devon:</p> <ul style="list-style-type: none"> ○ To receive an update on proposals for Local Government Reform in Devon. ○ To note correspondence received from Exeter City Council and to decide a response. ○ To decide a response to Devon County Council (DCC) Public Consultation (open until mid-Oct).

	<ul style="list-style-type: none"> To note DCC Local Government Reform Roadshow Honiton Library Friday 12th September, 9:30-11:30am <p>It was resolved not to respond to the surveys as the Council considered insufficient information on the proposals was available to enable comment.</p>
25/293	<p>To consider and adopt if appropriate a new policy: IT Policy</p> <p>The meeting considered a draft IT Policy. Cllr TI raised a number of questions that were discussed by the group. Cllr TI noted the policy referred to the possibility of Council provided devices to be used for Council business. The Clerk noted that further work was needed to research the associated issues and costs.</p> <p>It was resolved to adopt the IT Policy. Action: Each Councillor to complete an IT Policy Declaration Councillors were reminded to complete a H&S Policy Declaration.</p>
25/294	<p>To receive an update on Digital Voice and landline switch off including provisional arrangements for the Digital Voice Roadshow to visit West Hill in October 2025.</p> <p>It was reported that BT's Digital Voice Truck will visit West Hill Village Hall car park on Thursday 16th October between 9.00am and 3.00pm. Appointments were not necessary and residents will be able to find information and seek advice on the landline switchover.</p> <p>Action: The Clerk to contact neighbouring parishes to publicise the event.</p>
25/295	<p>West Hill Remembrance Service 2025</p> <ol style="list-style-type: none"> To consider arrangements for the Remembrance Service on Sunday 9th November 2025 and to decide costs if appropriate. To confirm an order for a Remembrance Wreath and a donation to the 2025 Poppy Appeal under s137 Powers. <p>It was resolved:</p> <ol style="list-style-type: none"> To order a poppy wreath to be laid by WHPC. To make a £50.00 donation to be made, under s137 powers, to the 2025 Poppy Appeal in lieu of the WHPC Poppy wreath. To appoint a Cllr AC to lead the arrangements for the 2025 event and to ensure the necessary actions are in place to ensure that the event takes place safely and to meet the terms of the Temporary Traffic Regulations Order. To approve the risk assessment for the 2025 Remembrance Sunday Service event. To approve the WHPC letter to be distributed to residents in the vicinity of the road closure. To approve costs, £255.00 +vat) for the Lengthsman to co-ordinate the placing of the road closure/diversion signs, hire of signs. Cllr FP will lay the wreath at the event on behalf of the Parish Council.
25/296	<p>To consider a request from the West Hill branch of the Royal British Legion (Council Tax). Item withdrawn by West Hill RBL.</p>
25/297	<p>To consider correspondence received:</p> <ul style="list-style-type: none"> River Otter campaign: Cllrs noted a press release issued by the "Revive the River Otter Campaign". No further action was agreed. Verge cutting + Road Signs: Cllrs noted correspondence received regarding overgrown vegetation and road signs on West Hill Road. No further action was agreed as the council noted the School Warning Sign had been relocated and hedge cutting had improved visibility, Tar Barrels 2025: Cllrs FP/SMS had requested a further meeting with the Tar Barrels Organising Committee to discuss road closures and parking arrangements for the 2025 event.

	<ul style="list-style-type: none"> Public Footpath FP6 (off Bendarroch Road): Reports of a locked gate had been referred to the relevant authority, the Public Rights of Way Team at Devon County Council. 										
25/298	<p>Playpark: To note decision taken under delegated powers (approved Cllrs FP/AC) and to confirm costs: Removal of rotten stepping log + removal of concrete blocks from grass bank. Decision confirmed and costs approved costs of £86.00+vat.</p> <p>It was unanimously agreed to extend the meeting beyond 2.5 hours if necessary.</p>										
25/299	<p>Clerk Matters:</p> <ol style="list-style-type: none"> To receive a report from the Parish Clerk and to agree actions as appropriate It was reported: <ul style="list-style-type: none"> WHPC had received £24,837.50 CIL monies on 1st September 2025. Room availability at the Village Hall was further limited as the Pre-School had extended their hours and use of the building. A test of the National Emergency Phone Alert will take place at 3.00pm on Sunday 7th September. Cosmic had completed the technical updates on the WHPC website as required for website accessibility guidelines 2. <p>It was resolved that Cllr AC and the Clerk will attend the DALC AGM and conference on 1st October and to approve costs of £100.00+vat.</p> To note decisions made under delegated powers (if applicable). See previous items. Urgent matters (if applicable) 										
25/300	<p>To review WHPC's Action Tracker and agree actions as considered appropriate. Carried forward to next meeting.</p>										
25/301	<p>Financial matters:</p> <ol style="list-style-type: none"> To consider and approve, if appropriate, the Schedule of Payments. The meeting considered the Schedule of Payments and invoices circulated and published before the meeting. No questions were raised. Payments made under delegated powers were confirmed. It was resolved to approve the payments and sign the invoices. To consider and approve, if appropriate, any additional payments presented to the meeting. Additional payments were presented to the meeting. It was resolved to approve the payments: <table border="1" data-bbox="393 1255 1395 1409"> <tbody> <tr> <td>Inv3494 Pro-Lawn Garden Services VAS Transfers</td><td>£96.00</td></tr> <tr> <td>Clerk Reimbursement - Clerk laptop Microsoft Licence Renewal</td><td>£84.99</td></tr> <tr> <td>JRC Engineers: s278+construction phase support (Min 24/200+25/287)</td><td>£2,820.00</td></tr> <tr> <td>Tozers Legal fees - s78 (Min 24/333, 25/260, 25287)</td><td>£3,147.60</td></tr> <tr> <td>Inv 3511 PLG Services-VH Path H&S Hedge Cutting + lay turf Min 25/287</td><td>£480.00</td></tr> </tbody> </table> To receive, if available, monthly Bank Reconciliations and finance trackers. The bank reconciliation (July) and finance reports (July) were accepted. No matters were raised. 	Inv3494 Pro-Lawn Garden Services VAS Transfers	£96.00	Clerk Reimbursement - Clerk laptop Microsoft Licence Renewal	£84.99	JRC Engineers: s278+construction phase support (Min 24/200+25/287)	£2,820.00	Tozers Legal fees - s78 (Min 24/333, 25/260, 25287)	£3,147.60	Inv 3511 PLG Services-VH Path H&S Hedge Cutting + lay turf Min 25/287	£480.00
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25/302	<p>Councillor questions, reports and items for future agenda Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i> No matters were raised.</p>										
25/303	<p>Next meeting: To confirm arrangements for the upcoming WHPC meeting on Tuesday 7th October 2025 7.00pm at the Village Hall</p>										

Part A ended 9.30pm
Part B started at 9.30pm.

Part B - Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.

25/304	<p>Under the WHPC Complaints Policy, to review a designation of vexatious complainant.</p> <p>Under the WHPC Complaints Policy, the meeting considered the behaviours and communications received from an individual since 2nd July 2024. Section 9.1 of the Policy sets out the behaviours characterised by a vexatious complainant.</p> <p>It was unanimously resolved:</p> <ol style="list-style-type: none"> 1. To designate the individual a Vexatious Complainant as the Council considered the behaviours and communications to be unreasonable and unacceptable. 2. The designation should be extended for a period of two years until 3rd September 2027 at which time the Council will review the designation. 3. The Council will write to the vexatious complainant to advise them of the decision and the reason for the decision.
25/305	<p>Personnel Matters:</p> <p>a. HR+ Policy Working Group: To receive a report on the national pay award for the Local Government sector and the Clerk's salary.</p> <p>The meeting considered a paper circulated prior to the meeting. The national pay award, effective from 1st April 2025 had been agreed and an increase of 3.2% applied to most salary scales.</p> <p>It was resolved to accept the HR Working Group recommendation to (a) apply the 3.2% increase plus additional increment (b) to note the Clerk's 2025-26 salary and backdated pay.</p> <p>b. To consider a request for payment of additional hours worked during July/August 2025.</p> <p>It was resolved to approve an overtime payment of £676.20.</p>

Part B ended 9.50pm
Meeting closed at 9.52pm

Signed

Date